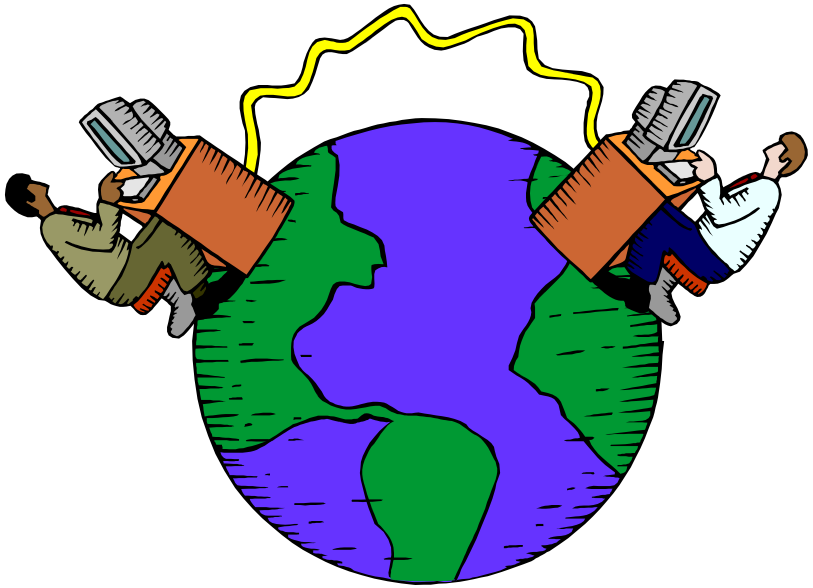
CIVILIAN PERSONNEL AUTOMATION TOOLS



CIVILIAN PERSONNEL AUTOMATION TOOLS

- **CPAC WEBSITE**
- **Army CPOL Portal**
- **My Biz / My Workplace**
- **DCPDS**
- **Central CSU 11i**
- **Gatekeeper**
- **FASCLASS**
- **SF 50 Information**
- **PERMISS**

Primary Systems:
CPOL Portal, DCPDS, CSU, ART

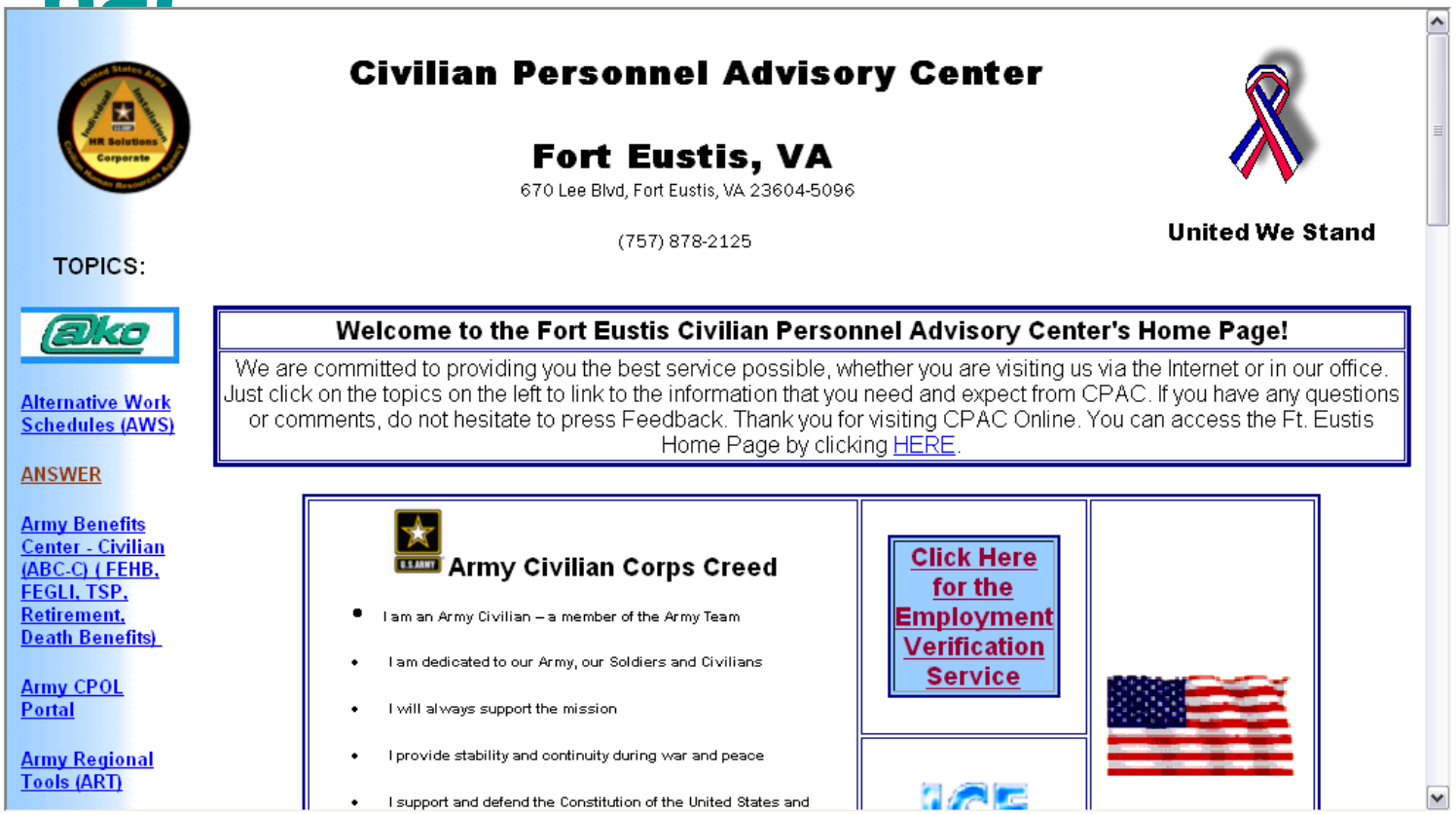
- **CPOL Portal provides the main entrance to all HR applications, and has a number of its own tools to assist in managing the civilian workforce.**
- **My Biz access and view your personnel information; maintain your own information, including personal profiles; provide input on performance plans (NSPS)**
- **My Workplace as a supervisor access and view your employee's personnel information; provide input on performance plans (NSPS)**
- **Defense Civilian Personnel Data System (DCPDS) is the primary system. It resides at the Army Civilian Data Center (ACDC, or the "central site"), and is the "database of record."**
- **The CSU 11i Application is a secondary system, which also resides at the central site. The data in the CSU Application comes from the DCPDS database; it is refreshed nightly and is read-only.**
- **Army Regional Tools (ART) is a collection of civilian human resources management tools, most of which have been, or are in the process of being, moved into the CPOL Portal (ART will continue to be used until all tools have been moved).**

Other Applications

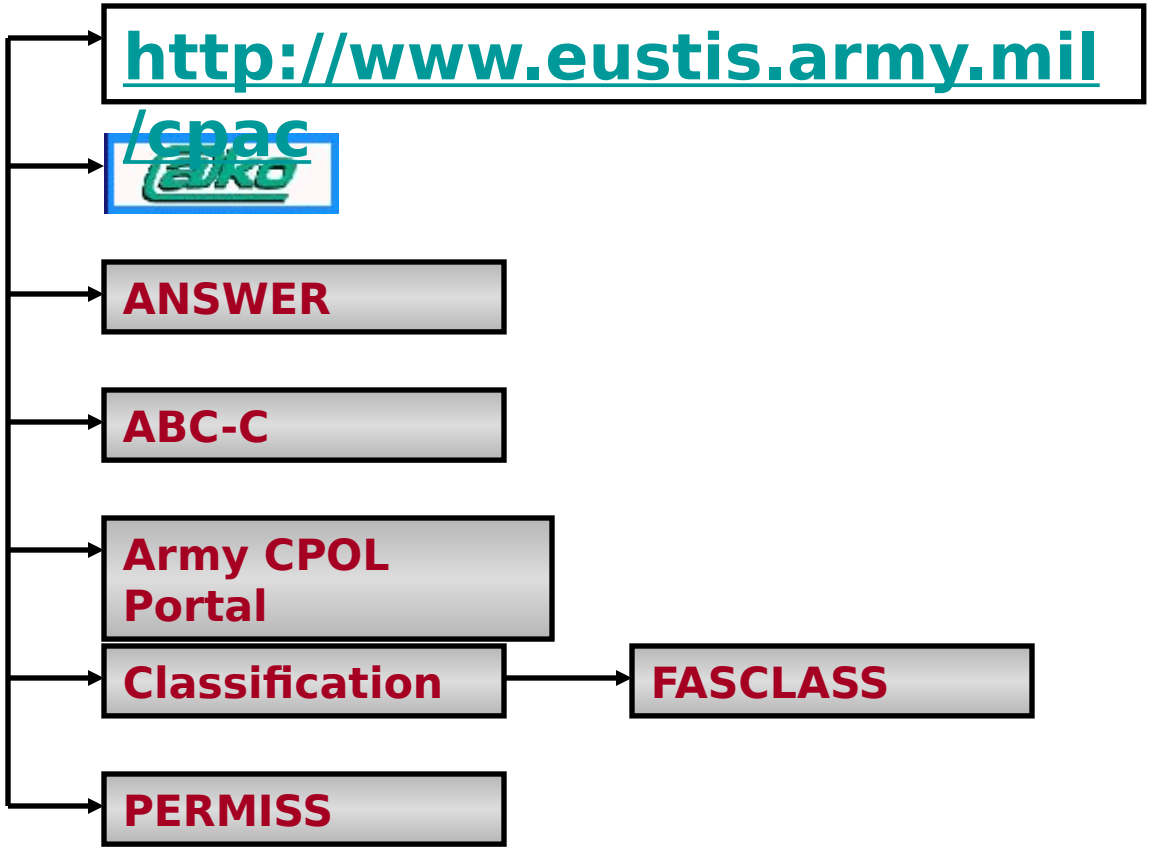
- **FASCLASS:** centralized database of active position descriptions and position information
- **SF50 Information:** web-accessed SF50 repository that provides a library of SF50s for your employees
- **PERMISS:** Articles and other tools covering all aspects of civilian personnel management

CPAC WEBSITE

http://www.eustis.army.mil/cpac



CPAC WEBSITE



Address http://acpol.army.mil/

CPOL
U.S.ARMY CIVILIAN PERSONNEL ON-LINE

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

Top Army Initiatives

NSPS
Army National Security Personnel System

Current BRAC Information

Hurricane Katrina/Rita Guidance

No Fear Act Notice

Employment

Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a

References & Tools

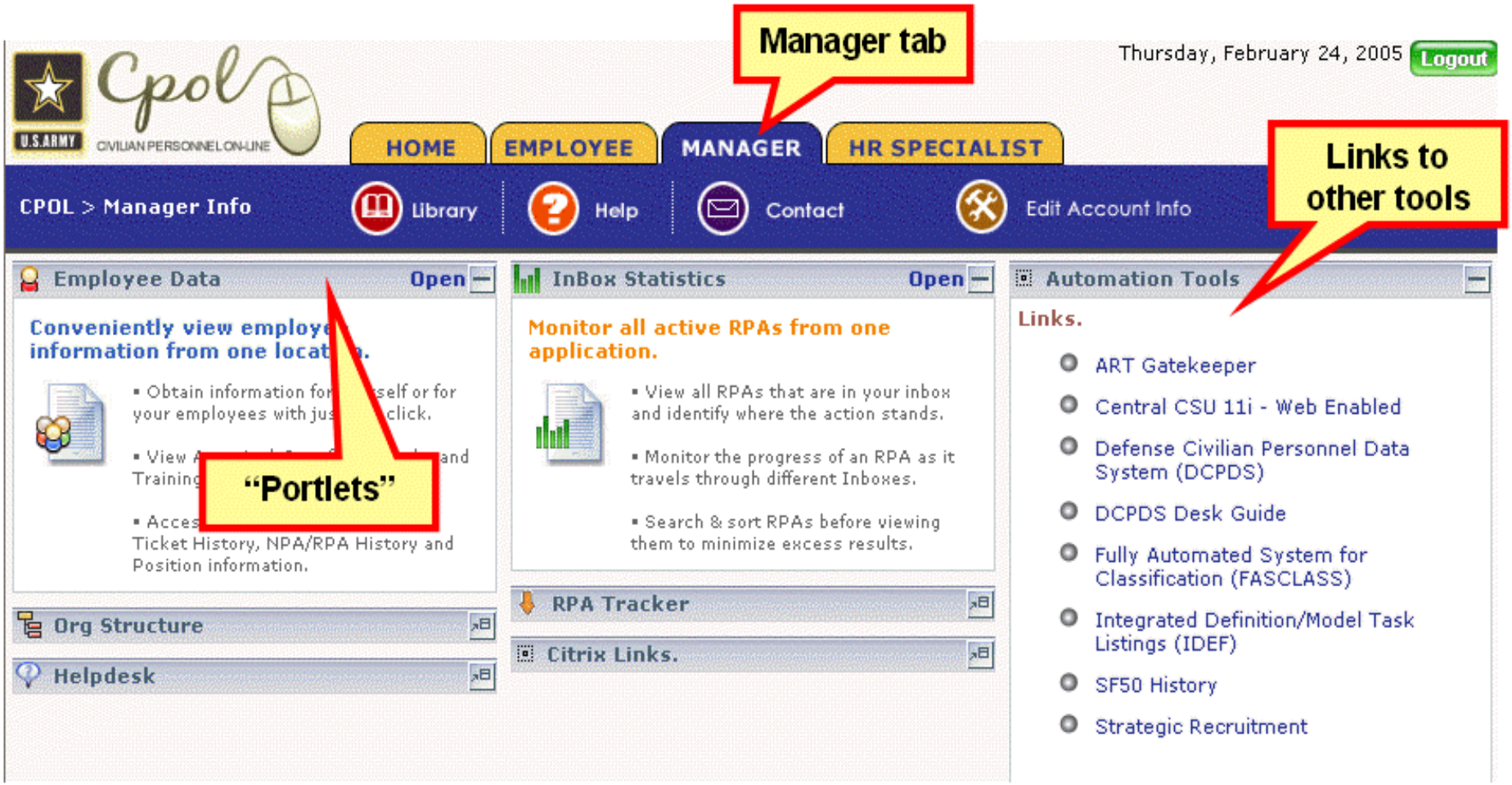
We offer various reference information and tools to assist with questions concerning Civilian Human Resources.

Employee Portal

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ **Employee Login**
(with an AKO account)

CPOL Portal – Manager Tab



Friday, April 17, 2009

Logout

HOME | EMPLOYEE | MANAGER | HR SPECIALIST

CPOL > HOME

Library | Help | Helpdesk | Edit Account Info

Welcome

Welcome, the new CPOL Portal! You have successfully logged in.

The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Portal Announcement

The latest CPOL Portal & Server Announcements

- Release Notes: Updated 04/09/09

As of 9 Apr, 2009:
at 7:00am Eastern EDT, the Portal was updated with the following:

1. All: ***A new feature has been added to allow opening of a new window for each portlet.*** **NOTE:** For IE 7 users to allow portlet to display in a new tab you must right click on "Open in New Window" and select "Open in New Tab".
2. Pay Data: Data will display for the W3L Transactions when clicking on the NOA.
3. Pay Data: Typo in the Privacy Act Statement has been corrected.
4. RPA Tracker: Data is now appearing in the appropriate columns when users export to excel without clicking on the "Search Button".
5. Inbox Statistics; RPA Tracker; Gatekeeper: The gatekeeper viewer will now display the sub-questions and their answers when more than one item is selected in the pick list.

Library

Welcome to the CPOL Library, your resource for knowledge and information.

- Benefits
- Civilian Plans & Strategies
- DCPDS JINITIATOR and GHOSTVIEW software
- Emergency HR Guidance
- General Information
- Labor Relations
- Management - Employee Relations
- Mobilization
- NAF - Nonappropriated Fund
- Non-Army Guidance (DoD, OPM)
- PERMISS
- Portal Library Homepage
- Position Classification
- Recruitment & Staffing
- SES - Senior Executive Service
- Training & Leadership Development

Links

Welcome to the CPOL Links.

- AKO
- Account Request Information
- Career Management
- Civilian News
- Deputy Chief of Staff, G-1 & Entitlements
- US Army Homepage
- What's New?

NSPS
National Security Personnel System

RSS Read

Go!

Military and Government Computer News Feed

GCN Top News | go

Done | Trusted sites | 100%

PERMISS

Address http://cpol.army.mil/library/permiss/

U.S.ARMY Cpol CIVILIAN PERSONNEL ON-LINE

PERMISS

- CPOL Top Pages
- Benefits & Entitlements
- Career Management
- Civilian Plans & Strategies
- Emergency HR Guidance
- General Management Info
- Labor Relations
- Management - Employee Relations
- Mobilization/Deployment
- Modernization
- Nonappropriated Fund - NAF
- Non-Army Guidance
- PERMISS
- Position Classification
- Staffing & Recruitment
- Senior Executive Service - SES
- Training & Leader Development
- Library Home

CPOL Home > Library Index > PERMISS

Personnel Management Information and Support System (PERMISS)

PERMISS is a decision support system designed to provide general guidance and information on all areas of Army Civilian Personnel Management. This site provides easy to understand, accurate information for viewing and retrieving purposes only. Some of the articles are linked to expert system modules, providing specific advice on discharging personnel management and administration responsibilities.

Please Note: Policies may differ for DCIPS, NAF, SES, or Demonstration Projects employees

Welcome to PERMISS

Master List of all PERMISS Articles

PERMISS Topic Areas

Benefits Classification DCIPS Demo Projects Employee Relations General Info Labor NAF Staffing Training

You can search the *Entire* Library from the Library Homepage
Or search through PERMISS only with the Search feature below

Friday, April 17, 2009

Logout

HOME | EMPLOYEE | MANAGER | HR SPECIALIST

CPOL > Employee Info

Library | Help | Helpdesk | Edit Account Info

My SF50

Go!

This allows you to view your SF50 Information.

Your view is:

- SF 50's dating from 23 Sep 2007 back to the late 1990's.
(You must access My Biz to view SF50's after 23 Sep 2007)
- Only SF 50's from Army employment appears.

Employee Data

Go!

This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System(DCPDS).

You can:

- Access your account 24 hours a day/7 days a week from any workstation that is connected to (1)a .mil or .gov domain, or (2) a virtual private network (VPN) that is within a .mil or .gov domain.
- Access your personnel information immediately over a secure line.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

Reference Library

Open in New Window

Links

- CSR and Timekeeper Guide to Avoid and Report Pay Problems
- Decision Logic Table to Report Pay Problems
- Emergency Essential Employee's FEGLI Election Opportunity
- Employee Guide to Avoid Pay Problems
- Entitlement and Benefits for Temporary Service in Iraq & Afghanistan
- OPM: Wage Tables (Pay Tables, Salary Information)
- Procedures for R & R Reimbursements for DAC's

My Links

Go!

Manage Your Links

- BOA
- ART
- DTS
- VAB
- DA Resumix Recruiter
- DCPS
- CHR-ABC
- FASCLASS
- DCPDS

Label

Link URL (include http(s))

Delete Link | Add Link

Automation

Open in New Window

Links

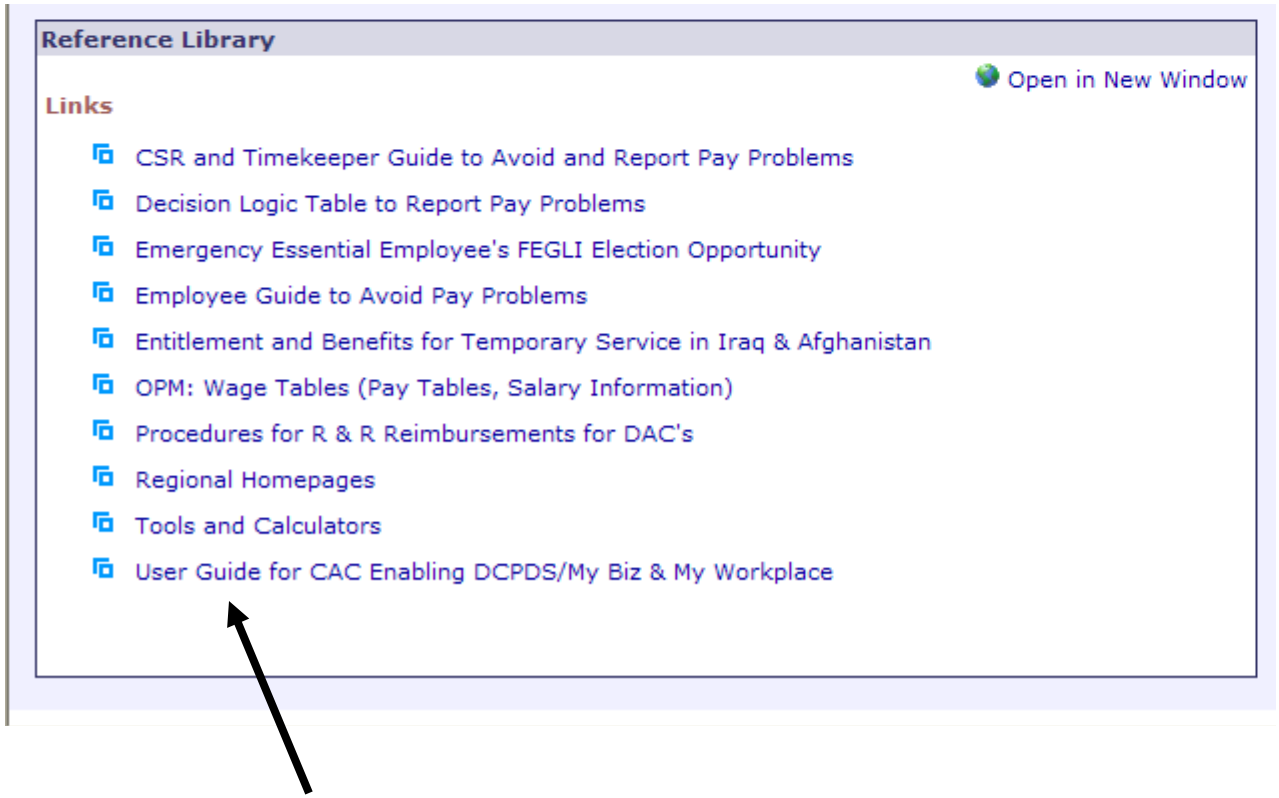
- Army Benefits Center - Civilian (ABC-C)
- Army Exit Survey
- CHRTAS - Apply for Training
- DFAS/My Pay
- Defense Travel System(DTS)
- Employment Verification Service (TALX)
- Resume Builder & ANSWER
- Thrift Savings Plan (TSP)

Done

Trusted sites

100%

How Do I Register My CAC to Access *My Biz / My Workplace?*



Friday, April 17, 2009

Logout

HOME | EMPLOYEE | MANAGER | HR SPECIALIST

CPOL > Manager Info

Library | Help | Helpdesk | Edit Account Info

Employee Data

Go!

Open in New Window

Conveniently view employee information from one location.

- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

Org Structure

Go!

Open in New Window

View all positions within an Organization.

- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

Helpdesk

Go!

Open in New Window

Enter, Track, and Work tickets from here!

- Enter a new ticket for any Pay related problem.
- Work problem tickets and close out resolved issues.
- View all open and closed tickets for Pay Problems, Quality Control, and Suspense.

NPA Tracker -Ex Employee Only

Go!

Open in New Window

View Inactive employee information from one location.

InBox Statistics

Go!

Open in New Window

Monitor all active RPAs from one application.

- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

RPA Tracker

Go!

Open in New Window

Track the progress of all RPAs in one location.

- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

Gatekeeper

Go!

Open in New Window

RPA - Gatekeeper List

- Please click **Go!** to access your RPA - Gatekeeper List.

Citrix Links

Go!

Open in New Window

Citrix Links

- Please click Go! to access your citrix links. It may take a few seconds to open the portlet, please be patient while your links are being loaded.

Reference Library

Open in New Window

Links

- DCPDS Desk Guide

My Links

Go!

Manage Your Links

- BOA
- ART
- DTS
- VAB
- DA Resumix Recruiter
- DCPS
- CHR-ABC
- FASCLASS
- DCPDS

Label

Link URL

(include http(s))

Delete Link | Add Link

Automation

Open in New Window

Links

- ART Reports Only
- Business Objects XIR2
- Business Objects XIR2 Admin Tools
- CHRTAS - Apply for Training
- Central CSU 11i - Web Enabled
- Defense Civilian Personnel Data System (DCPDS)
- Fully Automated System for Classification (FASCLASS)

Done

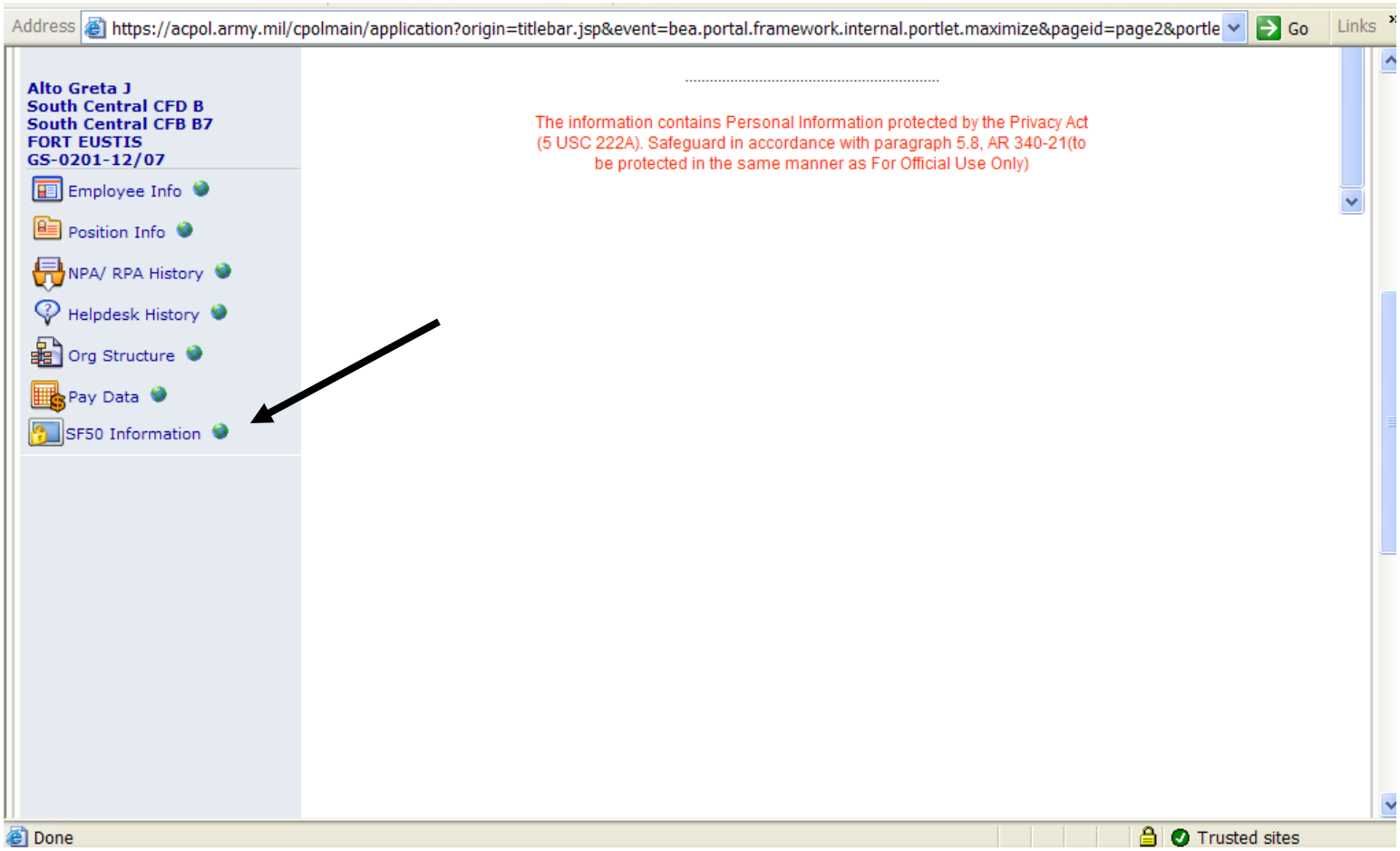
Trusted sites

100%

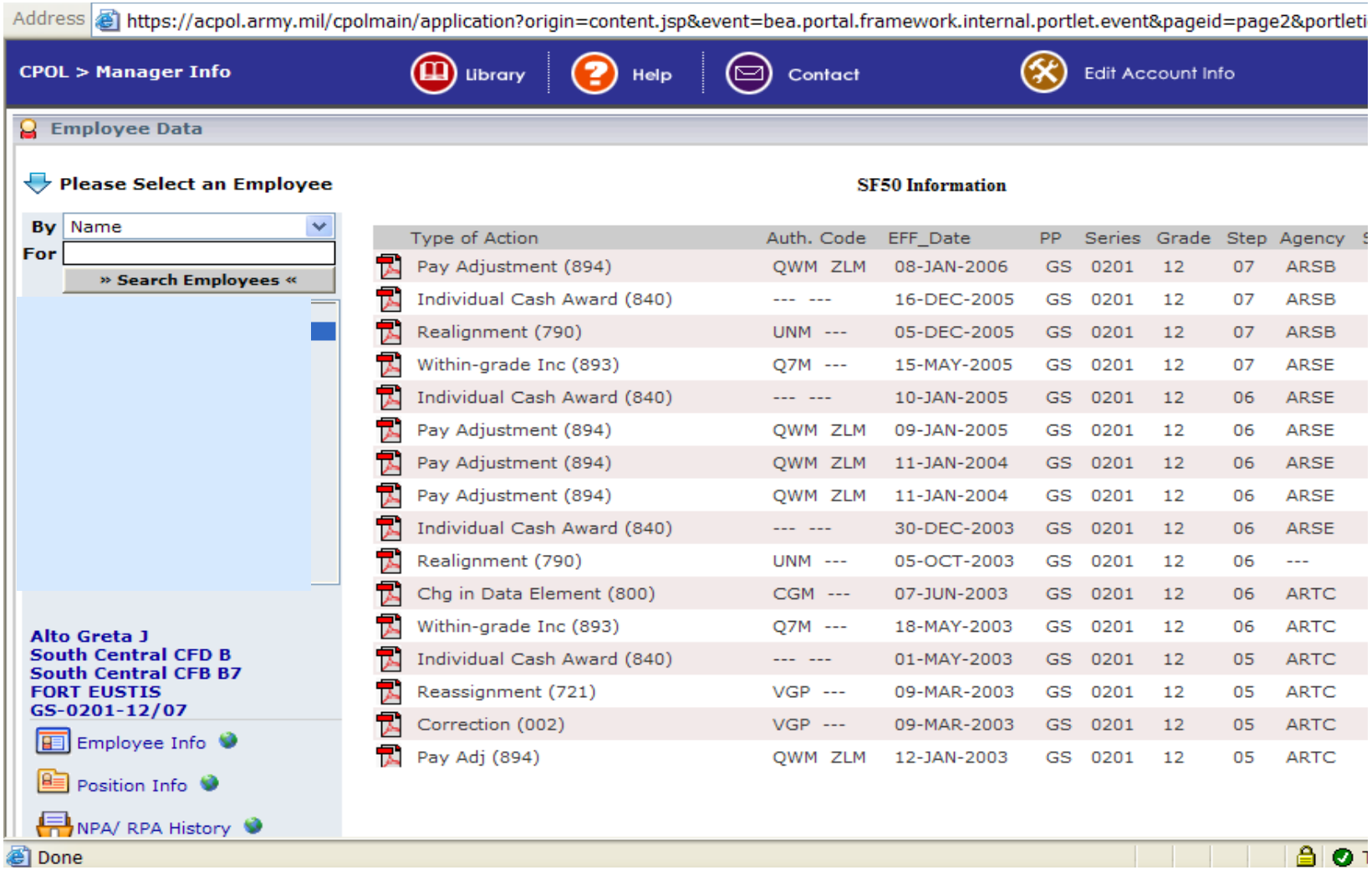
Description of Portal Applications

- **Employee Data:** easy access to basic data about employees, including personnel and position data (including job descriptions), NPA and RPA history, organization information
- **Org Structure:** up-to-date information about the organization (table format showing encumbered and vacant positions)
- **Inbox Statistics:** timeliness of personnel processing as well as information on specific actions (position data, organizational information, and individual RPAs)
- **Helpdesk:** includes upcoming personnel action suspenses (expiring appointments, within grade increases coming due, etc.) as well as problem reporting and tracking tools

SF 50 Information



SF 50 Information



Cpol
CIVILIAN PERSONNEL ON-LINE
U.S.ARMY

HELP

Welcome to CPOL Portal Help!

CPOL Portal Help is your main reference point to access information on how to use the CPOL Portal. Here you can find information on how to optimize your searches, access the different Portlets, and Frequently Asked Questions on the CPOL Portal.

Using Your Portal

- Quick Guide
- Printing Tips
- Search Tips
- Tutorials

Support Center

- General FAQs
- Browser Tips
- Optimal View
- Citrix Errors & Fixes
- CPOL Portal Account Info

Top 5 FAQs

- Why is my name different on the CPOL Home Page?
- How do I Open/Close a portlet?
- Can I change my AKO User ID and Password from the CPOL Portal?
- I can't find a link?
- How do I return to the CPOL Home page?

Accessibility Information Center

- Quick Overview of Section 508 / Accessibility Issues
- How your CPOL Portal complies with 508 guidelines
- Helpful Tools
- Accessibility Resources and Links

Quick Guides

The Quick Guide serves as a one page reference tool for an application. It walks you through the main tasks of the application and provides you with some hint and tips on using it. Click on the

User Guides

The User Guide serves as a detailed guide to using an application. It walks you through the main tasks that you can perform within the application as well as provide you with detailed information about

Which to use?

- **Request a personnel action: DCPDS**
- **Fill out a gatekeeper checklist: Portal / Gatekeeper**
- **Track a request for personnel action: Portal / Manager Tab \ Inbox Statistics or RPA Tracker**
- **Look up data about an employee: Portal / Manager Tab \ Employee Data**
- **View or print an SF50: Portal / Manager or Employee Tabs, or DCPDS**
- **Run a standard report: Portal, CSU, or ART**

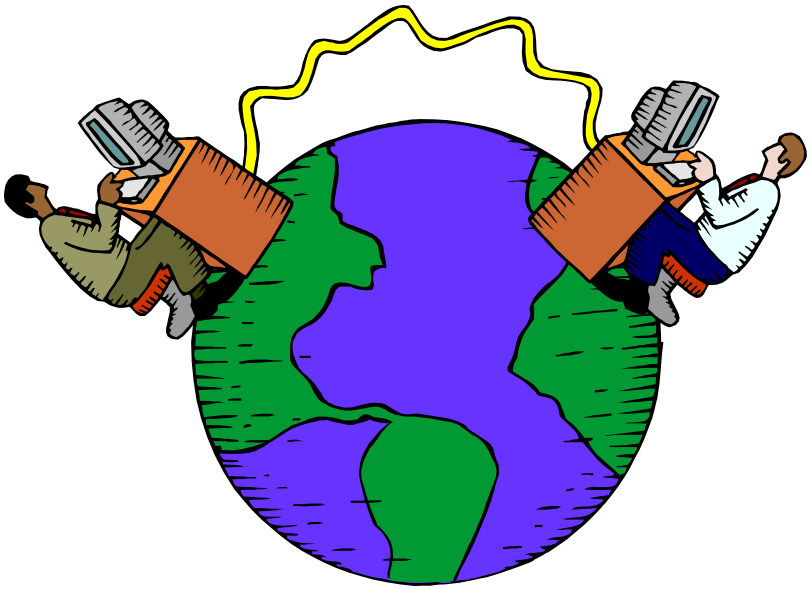
FASCLASS

Address
http://cpsfc.belvoir.army.mil/fasclass/inbox/
Go
Links
iFASCLASS
PD #
GO
FASCLASS
PD Library
Lookup
What's New?
CPOL
24 August 2005
Restricted Access
Help
FULLY AUTOMATED SYSTEM FOR CLASSIFICATION
iFASCLASS
DEPUTY CHIEF OF STAFF, G1
United States Army
Individual
Installation
HR Solutions
Corporate
Civilian Human Resources Agency
CHRA
South Central
cpoc
WEST Region
Europe
Korea
N. Central
Northeast
Pacific
S. Central
Southwest
West
--Partnering with Army--
DEFENSE INFORMATION SYSTEMS AGENCY
DISA
To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply
Internet

Other Websites of Interest

- **DCPDS Desk Guide** http://www.cpocma.army.mil/deskguid
- **ART Users Guide** http://www.cpocma.army.mil/artguide
- **ScreenCam How-To Movies** http://www.cpocma.army.mil/howtomovies

The three websites above are all accessible from the CHRA DCPDS Training page: http://www.cpocma.army.mil/mdcpds

- **Civilian Personnel On-Line (CPOL)** http://www.cpol.army.mil
- **ABC-C (Army Benefits Center - Civilian)** https://www.abc.army.mil/
- **DOD Civilian Personnel Management Service** http://www.cpms.osd.mil
- **OPM home page** http://www.opm.gov
- **Joint Travel Regulations** http://www.defensetravel.dod.mil/perdiem/trvlregs.html
- **Thrift Savings Plan (TSP)** http://www.tsp.gov

QUESTIONS???